

# Capital Planning Committee

## Meeting Minutes

### December 20, 2018

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In attendance:	Stephen Andrew Joseph Barr Ida Cody Charlie Foskett Phyllis Marshall-Hartman Chris Moore Sandy Pooler Brian Rehrig Barbara Thornton Timur Yontar
Not in attendance:	Amy Fidalgo, Management Analyst

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**Meeting Opened:** Mr. Foskett called the meeting to order at 5:07pm. The minutes of the meeting of December 6, 2018 were unanimously approved.

**School Capital Requests:** Ms. Thornton presented the subcommittee's report. \$33,263.20 from the FY17 Cash capital accounts is to be swept. The committee discussed an IT capital request related to schools, vehicle replacements, photocopiers, major repair and infrastructure projects, and departmental projects, and took the following preliminary votes:

- Activity van for After School program, to be funded from the After School Program revolving account. *\$55k in FY20 (9-0).*
- Several items covered in a single vote (9-0).
  - Activity van #112 for Athletics: *\$45k in FY21.*
  - Van #109 (8-passenger): *\$40k in FY24.*
  - Bus #102 (53-passenger): *\$95k in FY20.*
  - Truck & plow: *\$50k in FY20.*
  - Bus #108 (53-passenger): *\$100k in FY22.*
  - Bus #101 (53-passenger): *\$95k in FY23.*
  - Bus #105 (8-passenger SUV): *\$40k in FY21.*
  - Van #110: *\$40k in FY20.*
  - Photocopier Lease program: *\$120k per year in FY20-FY24.*
  - Bishop School roof repair: *\$300k in FY24.*
  - Gibbs School HVAC catwalks: *\$100k in FY20.*
  - Hardy School rooftop unit: *\$300k per year in FY21 & FY22.*
  - Hardy School boiler: *\$200k in FY22.*
  - Ottoson School roof: *\$800k in FY24.*
  - Thompson School heat pump: *\$35k in FY20.*
  - Bishop School water penetration: *\$300k in FY21.*
  - Window screens: *\$60k per year in FY20 & FY21.*
  - Bishop landscape improvements: *\$125k in FY20.*
  - Ottoson exterior step repair: *\$20k per year in FY20 & FY22.*
  - Ottoson HVAC rooftop unit: *\$250k in FY21.*
  - Hardy playground: *\$300k in FY20.*
  - School playground updates: *\$300k in FY20 (Peirce), \$20k in FY21 (Bishop study).*

- IT Capital Request related to schools for academic PCs, which is in the IT department's budget. The FY20 figure is higher than out years because new tablets will be purchased for 3<sup>rd</sup> graders, who are now mandated by the state to take the MCAS on computers. *\$420k in FY20 and \$400k per year in FY21-FY24 (9-0).*
- Bishop School exterior painting was determined to be Maintenance, not Capital (6-3).
- District-wide cooling issues were discussed at length. Since the study has not yet been done, there is no good estimate for cost to implement in the out years. Therefore the vote was to approve funding for the study only, noting that when this comes up again next year we need to remember this reason for zero funding for FY21 and after. *\$50k in FY20 (8-1).* (Also see below, Balancing the Overall Capital Budget: Cash).
  - The chair exercised his prerogative not to hold a vote on a substitute motion to put a placeholder of \$50k per year to fund the out years.
- District-wide security issues: unlike the cooling issues there is a reasonable estimate for the cost of implementing the cameras, glass replacements, entry point modifications, etc. *\$40k in FY20 for study, and \$100k per year in FY21-24 for implementation (9-0).*

**Facilities Capital Requests:** Ms. Thornton presented the subcommittee's report. The prior capital balance of \$52,883 for the Parking Lot Culvert will be swept. After some discussion, a preliminary vote for Town Hall facilities projects was taken: *\$10k in FY20, \$190K in FY21 (remaining \$110k to be funded by other sources TBD), and \$100k per year in FY22-FY24 (9-0).*

**Department of Public Works Capital Requests:** Mr. Moore presented the subcommittee's report. \$147,820 is to be swept. The committee briefly discussed whether the Lake St./Bikeway intersection improvements could be pushed out one year, and also noted that the funds for Small Equipment, while not substantial, merit higher scrutiny over exactly what is being purchased. There was considerable discussion about the DPW Facility site improvements, the cost of which is now estimated at \$29.9m (or, including design studies, \$32.2m). The project will include renovation and new construction, and the new facility will house DPW, Facilities, and IT. If approved in Spring 2019 Town Meeting, expect construction to begin in Fall 2019. A portion of cost will be covered by the water & sewer fund. The committee voted to preliminarily approve the entire list of DPW capital requests in the dollar amounts and the fiscal years indicated (9-0), with the following changes and notes:

- Note that line 13 (drainage rehabilitation/compliance) will be paid by the water/sewer enterprise fund.
- Change line 15 (DPW Facility site improvements) to *\$30m in FY20.*
- Delete line 16 (DPW Facility construction oversight), as this cost is rolled into line 15. (Also see below, Balancing the Overall Capital Budget: Cash).
- Note that lines 39-46 (various water/sewer vehicles) will be paid by the water/sewer enterprise fund.
- Change lines 47-49 (small equipment) to *zero in the out years*, keeping the requested amounts in *FY20 at \$5k, \$6k, and \$5k respectively.* (Also see below, Balancing the Overall Capital Budget: Cash)

**Treasury Department Capital Requests:** Mr. Andrew presented the subcommittee's report. The request is for a new multi-space parking meter. Mr. Barr noted that these have a tendency to break often. The committee voted to preliminarily approve: *\$40k in FY21 (9-0).*

**Health and Human Services Capital Requests:** Mr. Andrew presented the subcommittee's report. The committee discussed the Monument Square redesign, and the fact that the specific work to be done is unknown since the design work has not been conducted. After discussion as to whether the \$75k in construction funds should be removed from the FY22 capital budget pending completion of the design

work, the committee decided that it would retain the \$72.5k in construction funds in FY22, which was already included in the current year (FY19) capital program. The committee then voted to approve the following recommendations (all votes were *unanimous*):

- *FY20: \$40k* for design of Monument Square improvements
- *FY20: \$136.5k* for exterior work on the Whittemore Robbins House (CPA)
- *FY20: \$125k* for renovation of the Whittemore Robbins Cottage
- *FY20: \$75k* for renovations of the Whittemore Robbins Carriage House
- *FY20: \$60k* for renovation work on the Whittemore Robbins House kitchen
- *FY21: Recommended that HHS apply for \$80.7k in CPA funding for the Whittemore Robbins House slate roof and cupola repairs*
- *FY22: \$72.5k* for construction of Monument Square Improvements

**Updates to Recreation Budget:** The subcommittee updated the full committee that three items have been removed from the Capital Budget and will now be paid from the Recreation Department's Revolving Fund:

- Repairs to McLennan Playground Surface
- Repairs to the Spy Pond Field Backstop
- Crack sealing at the Crosby Tennis Courts

The subcommittee also clarified that current Feasibility Study item will be going away after FY20, since the department will transition this to the operating budget. (Also see below, Balancing the Overall Capital Budget: Cash).

- The committee voted to move the *\$150k to FY20* for boiler replacement at the Ed Burns Rink (originally allocated in FY21) because of the urgency of this need.

**Discussion of Senior Center Budget:** The committee discussed the budget for the renovation work for the Senior Center, including several sources of potential outside funding that the Redevelopment Board could apply for:

- CPA
- Massachusetts Historical Commission
- Green Communities funding for boiler and cooling tower work
- Community fundraising

Altogether, these various sources of funding might add up to \$500k towards the overall budget for the renovation.

- After discussion the committee voted unanimously to approve placing *\$8,045,152 for FY20* in the plan for the Senior Center renovation.

#### **Balancing the Overall Capital Budget:**

- Following the discussion of specific department budgets, the committee discussed the overall balancing of the budget, and made an initial attempt to move certain items around to bring the budget closer to overall balance.
- Mr. Foskett raised the idea of allocating the income from urban renewal property rents towards the capital program, since these properties generate significant capital needs. This would be done as a matter of policy and fiscal management, not as a requirement, since these funds must be deposited into the general fund. However, this would provide another source of income to the capital program, and effectively increase the 5% capital allocation.
- The committee took a first pass through the Cash and Bond lists of capital programs, and made the following recommendations (note that these were not voted on, they were just discussed):
- **Cash:**
  - Move \$45k for Animal Control Vehicle Replacement from FY21 to FY22 or FY23.

- Move \$72.5k for Monument Square Veterans Park from FY21 to FY23.
- A question was raised as to whether the Whittemore Robbins Carriage House interior renovations should stay in FY20, but no recommendation was made.
- Change the Conference Room Presentation Technology Program to be \$10k in FY21 and \$10k in FY23.
- Change the School-Network Infrastructure to be \$50k in FY20, \$20k in FY21, and \$50k in FY22 (note that this needs to be reviewed by David Good).
- Suggested that \$100k for Library Repointing could be bonded.
- In the discussion of public building maintenance needed for the buildings managed by the Planning Department, there was a discussion about whether some of this work could be bonded. A general rule of thumb was established based on this and subsequent discussions that items over \$50k should be considered for bonding.
- Suggested that the Equipment Replacement for the Cemetery Division (Backhoe and Mini-Excavator) could be bonded, and could be paid for using the dedicated cemetery funds.
- The three Small Equipment line items (Highway, Natural Resources, and Water/Sewer) in the DPW budget were removed, as these should be funded through the operating budget.
- Suggested that the Fork Life for Public Works MER should be bonded.
- The DPW Facility-Oversight of Construction line item (\$250k) was removed since these costs are now included in the total project budget.
- The \$10k/year Recreation Feasibility Study item is removed after FY20 (as noted earlier in the meeting).
- Maintenance on the Public Buildings managed by the Redevelopment Board should be moved to Bond Funds.
- After FY2020, the funds requested for the Schools Air Conditioning Study are removed (as discussed earlier in the meeting).
- The \$100k needed for the Gibbs School HVAC Catwalks should be taken from remaining funds for the overall school modernization.
- The funds needed for replacement of HVAC at the Ottoson and Hardy schools should be bonded, as should the Hardy Boiler and the Ottoson Rood Replacement.
- After FY20, the \$5k/year for Website Enhancements will be removed.
- It was noted that there are outside sources for the Multi-Space Parking Meter Replacement (\$40k) and the repairs to the roof at the Ed Burns Arena (\$20k).
- **Bond:**
  - Recommended to move the Planning/Design funds for both library renovations to FY24 (\$980k for the Robbins Library and \$680k for the Fox Library), with the construction funds in future plan years beyond the five year horizon.
  - The amount for the DPW Facility should be increased to \$27m.
  - It was noted that the allocation of funds by fiscal year for the Reservoir Improvements has changed to \$1.25m in FY20 and \$2.25m in FY21. There was some discussion of whether this project could be deferred and what other sources of funding were available, but no other changes were suggested.
  - It was noted that the Items in Public Building Maintenance for the Senior Center (totaling \$1.296m) are included in the overall Senior Center Renovation project, which is budget at over \$8m.
- The committee then voted unanimously to have the Chair and the Vice-Chair make a more detailed attempt at reconciling the plan to the 5% limit, for discussion at the next meeting.

**Meeting Adjourned:** The meeting adjourned unanimously at 8:25pm.